

# ORPS GUI Help Features and ORPS Authorities Options Lesson Plan

## Workshop Title:

ORPS GUI Help Features and ORPS Authorities Options

## Time Period:

1.5 Hours

## Overview:

In this course students will receive information on how to obtain assistance on various topics and locate reference and instructional materials. In addition, students will be instructed on how to search for information to determine who has authority to submit, modify, comment on, and/or approve occurrence reports for selected facilities.

Throughout the course, attendees will perform various exercises that will allow them to practice the skills and concepts being presented. These exercises will provide hands-on experience accessing ORPS GUI help and locating authority information.

## References:

- ▶ ORPS GUI Help Features and ORPS Authorities Options Workbook

## Terminal Objective:

Upon completion of this course each participant will, with the aid of the ***ORPS GUI Help Features and ORPS Authorities Options Workbook*** and course notes, be able to successfully locate help information, reference information and authorities information.

## Enabling Objectives:

Each participant will be able to:

- ▶ Obtain ORPS help and assistance from various on-line and off-line sources
- ▶ Return from On-line Help to the ORPS GUI application

- ▶ Determine occurrence report submittal and sign-off authority for a facility by accessing the **ORPS AUTHORITY SEARCH & REPORTS** page and performing ORPS authority searches.
- ▶ Create both an **ORPS Authority Report** and an **ORPS Facility Report** and describe the function and content of the two reports

### **Prerequisites:**

None.

### **Software Required:**

- ▶ Netscape Navigator (version 3.0 or higher) -- for display of overheads and a demonstration the ORPS GUI help and authorities features.

### **Instructional and Other Materials:**

- ▶ White board
- ▶ Flip chart
- ▶ Course evaluation forms
- ▶ Class schedule
- ▶ Class roster

### **Machine Preparation:**

- ▶ Start each machine at the **ORPS GUI** home page.

### **Presentation Methods:**

The course presentation will be a combination of lecture, open discussion and demonstrations, hands-on practice and exercises.

### **Evaluation Method:**

Participants will demonstrate an understanding of ORPS GUI help features and authorities options.

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Time	Instructional Activity	Discussion Point
15 min.	<p><b><u>Welcome Class:</u></b></p> <p>During introductions, pass the class roster around the room and ask students to initial by their name.</p> <p><b><u>Questions:</u></b></p> <ol style="list-style-type: none"> <li>1. Expectations of the course?</li> <li>2. What is your previous experience using ORPS?</li> </ol> <p><b><u>Slide #1 - Course Purpose &amp; Objective</u></b></p>	<p><b>I. INTRODUCTIONS, SCHEDULE AND LOGISTICS</b></p> <p><b>A. INSTRUCTORS AND PARTICIPANTS</b></p> <p><b>Instructors:</b></p> <ul style="list-style-type: none"> <li>•Name and background information</li> <li>•Qualifications</li> </ul> <p><b>Participants:</b></p> <ul style="list-style-type: none"> <li>•Name (As time permits)</li> </ul> <p>(Refer to <b>Questions</b> indicated in previous column)</p> <p><b>B. ADMINISTRATIVE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>•Discuss length of workshop and order of presentation</li> <li>•Discuss location of restrooms, refreshments, and snack machines</li> </ul> <p><b>C. COURSE PURPOSE AND OBJECTIVE</b> (Reference slide)</p> <p>The <u>purpose</u> of this course is to familiarize attendees with the ways in which they can obtain assistance or various topics, and locate authorities information.</p> <p><u>Upon completion</u> of this course each participant will, with the aid of the <b><i>ORPS GUI Help Features and ORPS Authorities Options Workbook</i></b> and course notes, be able to access ORPS GUI help information and locate information that indicates who has authority to submit, modify, comment on, and/or approve occurrence reports for selected facilities.</p>

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	<p><b><u>Discussion:</u></b>  As you discuss the workbook, display it for the students.</p>	<p><b>D. STUDENT MATERIALS</b></p> <ul style="list-style-type: none"> <li>•ORPS GUI Help Features and ORPS Authorities Workbook</li> </ul> <p>The workbook is written in a conversational style so that end-users will find it easy to use and understand. Each section is organized in the following manner:</p> <ol style="list-style-type: none"> <li>1) presentation of concepts and terminology using step-by-step procedures and real-life examples;</li> <li>2) summary of procedures within a tutorial format; and</li> <li>3) practice exercises.</li> </ol> <p>The writing style, organization, and design of this workbook enables you (the end user) to utilize it for assorted functions: as a student workbook for this formal training, and as a self-paced tutorial and reference guide when you return to your workplace.</p> <p>Please note that topics are covered in more depth in the handouts than we will have time to cover in the course.</p> <p><b>E. PREREQUISITES</b></p> <p>None.</p>

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30 min.	<p><b><u>Lecture and Demonstration:</u></b>  (As you lecture, demonstrate the features being described.)</p> <p><b><u>Discussion:</u></b>  (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><b><u>Exercise:</u></b>  (Either recommend an exercise or allow the students to select an exercise.)</p>	<p><b>II. USING THE ORPS GUI ON-LINE HELP</b></p> <ul style="list-style-type: none"> <li>•Discuss locations for accessing on-line help (ORPS GUI home page, hyperlinks at the bottom of most ORPS GUI pages, context-sensitive hyperlinks located throughout the ORPS GUI pages).</li> <li>•Discuss and demonstrate how to use <b><u>Help</u></b> hyperlinks.</li> <li>•Show the ORPS Help Table of Contents and discuss how to link to the topic of your choice and then return to the Table of Contents.</li> <li>•Discuss and show how on some pages the help topics are separated by a dividing line, and how on some help pages alphabetical hyperlinks are displayed across the top of the page.</li> <li>•Discuss how to use context-sensitive help.</li> <li>•Demonstrate how to return to the ORPS GUI from on-line help.</li> </ul> <p><b>QUESTIONS</b></p> <p><b>EXERCISES</b></p> <ul style="list-style-type: none"> <li>•Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice</li> </ul>

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3 min.	<b><u>Lecture:</u></b>	<b>III. ORPS Technical Support Helpline</b> <ul style="list-style-type: none"> <li>•Give students the information about the Technical Support Helpline phone number and e-mail address, as well as hours of operation.</li> </ul>
20 min.	<b><u>Lecture and Demonstration:</u></b> (As you lecture, demonstrate the features being described.)	<b>IV. ORPS GUI ON-LINE REFERENCE GUIDE</b> <ul style="list-style-type: none"> <li>•Provide instruction on how to access and use the on-line ORPS GUI Reference Guide.</li> <li>•Discuss and show how the students can access <b><u>ORPS GUI Manual and Lesson Plan</u></b> materials.</li> </ul> <b>V. ORPS AUTHORITY SEARCH &amp; REPORTS</b> <ul style="list-style-type: none"> <li>•Discuss and demonstrate how to access the <b>ORPS AUTHORITY SEARCH &amp; REPORTS</b> page.</li> <li>•Discuss the elements contained on the <b>ORPS AUTHORITY SEARCH &amp; REPORTS</b> page (check boxes and command buttons).</li> <li>•Discuss and demonstrate how to perform a <i>simple</i> authority search and how to perform an authority search with <i>multiple</i> selections.</li> </ul> <b>QUESTIONS</b>
	<b><u>Discussion:</u></b> (If you prefer, questions can be taken during the lecture and demonstration period.)	
	<b><u>Exercise:</u></b> (Either recommend an exercise or allow the students to select an exercise.)	<b>EXERCISES</b> <ul style="list-style-type: none"> <li>•Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</li> </ul>

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20 min	<p><b><u>Lecture and Demonstration:</u></b>  (As you lecture, demonstrate the features being described.)</p> <p><b><u>Discussion:</u></b>  (If you prefer, questions can be taken during the lecture and demonstration period.)</p> <p><b><u>Exercise:</u></b>  (Either recommend an exercise or allow the students to select an exercise.)</p>	<ul style="list-style-type: none"> <li>•Discuss the Off-Normal approval selection</li> </ul> <p><b>VI. REPORT TYPES</b></p> <ul style="list-style-type: none"> <li>•Explain and show the following reports: <ul style="list-style-type: none"> <li>- The ORPS Authority Report</li> <li>- The ORPS Facility Report</li> </ul> </li> </ul> <p><b>QUESTIONS</b></p> <p><b>EXERCISES</b></p> <ul style="list-style-type: none"> <li>•Explain that not all exercises will be completed in class. Additional exercises are provided for out-of-class practice.</li> </ul>

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1 min.	<p><b><u>Discussion:</u></b>  Talk about on-going support. Provide students with the e-mail address and toll-free number for ORPS support.</p>	<p><b>VII. ONGOING SUPPORT</b></p> <p>The ORPS helpline personnel are available to answer questions or help you in any way. You can reach them toll-free at (800) 473-4375 or you can send e-mail to support@tis.eh.doe.gov.</p>
1 min.	<p><b><u>Discussion:</u></b>  Hand out the course evaluation form. Thank the students for their attendance and their attention and ask them to complete the course evaluation.</p>	<p><b>VIII. WRAP-UP</b></p> <p>Thank you all for your time and attention. We would appreciate you completing the course evaluation as this helps us continually improve our courses.</p> <p>The instructor(s) will be available as you leave to answer any individual questions you may have.</p> <p>Don't forget your training materials. Thanks again!</p>